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GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF CORRECTIONS
LANSING

DANIEL H. HEYNS
DIRECTOR

DIRECTOR'S OFFICE MEMORANDUM 2014 - 2

EFFECTIVE: January 1, 2014

DATE: December 30, 2013

TO: Executive Policy Team
Administrative Management Team
Wardens

FROM: Daniel H. Heyns, Director

SUBJECT: Central Time Computation Unit

SUPERSEDES DOM 2013 - 2 (effective 01/01/2013)

The responsibilities for processing judgments of sentence and performing all time computation functions for prisoners was transferred to the Central Time Computation Unit in the Central Records Section of the Operations Division, Correctional Facility Administration, beginning June 1, 2008. As a result, that Unit is responsible for processing all judgments of sentence imposing a prison sentence, including amended judgments, and computing each prisoner's release dates and parole eligibility dates (PED), if different than the release date. Included in this responsibility is notifying the Office of the Parole Board ("Board") whenever a prisoner discharged from parole returns with a new conviction for an offense that occurred during parole. The Unit also is responsible for the following:

1. All time computation transactions that result in a change to a prisoner's release date, including calculations of dead time.
2. Annual verification of each prisoner's release dates.
3. Verification of each prisoner's release dates prior to parole or discharge if a prior review was not completed by the Unit or if there has been any change in the prisoner's minimum release date since the last review was completed by the Unit. This includes verifying the release dates, and PED if the prisoner is paroling on his/her PED, unless previously verified. The Board is to be notified immediately if there is any change in the prisoner's PED that affects the prisoner's eligibility for parole.
4. Termination of all non-controlling sentences.

Due to these changes in responsibilities, the Central Time Computation Unit is responsible for responding to all Step I grievances and correspondence relating to sentence processing and time computations, even if the action was performed by Record Office staff.